

Records (4) 10/1/55

31 October 1955

MEMORANDUM FOR: Chief, XI

SUBJECT: FO Monthly Report for October 1955

1. Cards forwarded to Main Index as result of Projects: 12,800
2. Total Projects 841
 - Opened this month 9
 - Opened prior months 72
 - Total Open Projects.....57
 - Closed this month 4
 - Closed prior months 180
 - Total Closed Projects.....184
3. Records Management

- a. Records Retired to XI/AR

<u>DIVISION OR STAFF</u>	<u>NUMBER</u>	<u>AMOUNT IN CUB. FT.</u>	
NS/P	1	12.0	
FI	1	12.0	
FP	1	12.0	
NS	1	12.0	
NS	1	12.0	
NSA	1	12.0	
NS	1	12.0	
NS	1	12.0	
NS	1	12.0	
NS	1	12.0	
NS	1	12.0	
Total	11	132.0	116.2

• 51.6 Vienna Station Files

b. Records Retired to RI/VI

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
EE	18	4.7	
FE	16	4.6	
NEA	1	.5	
SE	7	1.4	
SR	1	.3	
VE	7	1.5	
VR	8	1.3	
Total	58	13.3	13.3

c. Records Retired to CIA Library

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
CI	1	.3	
EE	12	2.8	
FE	1	.2	
NEA	2	.3	
SE	6	.8	
SR	8	1.1	
VR	17	7.8	
VR	8	1.7	
Total	55	15.0	15.0

d. Records Retired to Records Center

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
VR	1	.1	
Total	1	.1	.1

e. Records Destroyed (Non-Record Material)

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>	
RI	1	50.0	
Total	1	50.0	50.0
Total Records Retired and Destroyed			194.6

f. Vital Documents

Packages IN.....307
 Packages OUT.....11

 Microfilm Reels IN.....43
 Microfilm Reels OUT.....3

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

Two drawer legal size safe.....3
Four drawer letter size safe.....1
Four drawer legal size safe.....15
Five drawer legal size file cabinet.....11
Storage cabinet, 4 shelves, 2 doors
with key.....2
File cabinet with three shelves.....4

b. Forms Approved.....1

- 25X1A9a

5. RI/FO, [REDACTED] returned from TX 4 October 1953.

[REDACTED]
RI/FO

25X1A9a